



EVENT APPLICATION PACKAGE

This application form must be completed in full for an event permit to be considered.
Please submit complete applications events@gvha.ca.

For additional information, please contact:

Events Specialist

100 - 1019 Wharf St, Victoria

p. 250.383.8300 ext. 246

e. events@gvha.ca

FREQUENTLY ASKED QUESTIONS:

1. What is the deadline to submit my event application?

You must submit your event application, schedule, and site plan a minimum 60 days prior to the event, this includes any set up. If you want to apply for in-kind sponsorship, you must submit all the above plus the Sponsorship Application a minimum 120 days prior to your event.

2. What type of insurance do you require?

We require event organizer to name Greater Victoria Harbour Authority 100-1019 Wharf Street Victoria BC V8W 2Y9 as a third party insured, amount is \$2 million dollars.

3. What is needed when requesting a site plan?

A site plan is required for all events and must include square footage of the event upland set up and linear footage of dock space. We require this information to quote you the correct rental cost. It is also important to see how your event will impact our operations, teams, and clients.

4. Why do you need our event schedule?

We require your schedule because of all the moving parts at a working harbour. We are constantly communicating with all facility users to make sure all of our teams have accessibility and can do their job. Facility access is required for example by our maintenance team, security, gardeners etc. We also notify our commercial clients about your event schedule.

5. Will we need a special occasion license?

Yes, if you plan to serve alcohol. We require a copy of your liquor license on site if you are serving, as we are not a licensed venue.

6. Why do you require photos of signage ie, banners?

We require images of banners that will be used on our facilities to ensure all signage is appropriate.

7. Why do I need to provide all the documentation outlined on the last page applicable to my event?

You will not be issued your permit for the event without **all** the proper documentation. If food and beverage are being used on GVHA facilities, we need a copy of the caterer's business license and a copy of their Vancouver Island Health Authority permit to operate. We also would like to have a photo of the mobile unit if that is what you are using.

8. Will we need a noise bylaw exemption?

Yes, if your event has amplification. You can apply for a noise bylaw exemption with the City of Victoria.

9. What type of payment do you accept?

We accept cheques and all major credit cards.

10. Do you accept e-transfers?

No, we don't accept e-transfers. Cheque, cash and credit cards are the only available payment options.

11. Is there parking available in the Inner Harbour?

GVHA has no parking spaces or parking lots available in the Inner Harbour. All adjacent parking lots are owned by City of Victoria.

12. What are you looking for with regards to the Safety Plan on the application?

We are wanting the organizer of the event to think about the possibilities of anything occurring during an event. We ask that you put any pertinent information on the application but don't worry about going into too much depth. I.e.: Organizer has First Aid etc. Cellphone to call 911, First aid kit onsite.

GVHA EVENT APPLICATION PROCEDURES

- Greater Victoria Harbour Authority (GVHA), a not-for-profit organization, requires any organized event or activity on GVHA property to have a permit.
- An organized event or activity is defined as a participating group of people or marine vessels attracting spectators to the event. This includes a display, competition, festival, or any other organized activity with a set date, time and location.
- Events or activities should align with GVHA's vision, mandate, and guiding principles (see link for details)
- <http://www.gvha.ca/about-gvha>
- An event permit (if granted) does not guarantee approval of subsequent years' permits as applications are reviewed on an annual basis.

Step 1:

- Submit your completed application to the GVHA office for review and approval at least 60 days in advance and 120 days in advance if you're applying for In-Kind Sponsorship.
- Late and/or incomplete applications may result in a refusal of event application.

Step 2:

- GVHA Events Specialist will confirm if there is availability of date(s) requested, as well as compatibility of your event request with GVHA vision and mandate before approval.
- GVHA Events Specialist will review the application.

Step 3:

- **Initial site visit is mandatory for all events.**

Step 4:

- If the event application is approved, GVHA Events Specialist will confirm this and provide a list of outstanding documents required to issue the permit. You will also receive a quote of event fees, based on details outlined in your application.

Step 5:

- All required documentation and information must be provided no less than 20 business days before the event. Any changes after deadline will result in a late fee billed in the final invoice as per current GVHA rates.

Step 6:

- A permit will be issued to the event organizer once all outstanding documentation and payments, including any deposits, have been received.

Step 7:

- Following the event, GVHA will issue a final invoice for all costs incurred. This may differ from the original estimate.
- The invoice must be paid upon receipt. Should the invoice remain outstanding, interest of 2% per month will apply.

Step 8:

- Following your event, a review and debriefing by GVHA facilities staff with you will be conducted to assist you in planning any similar future event. If your event was awarded Sponsorship, you must provide a Sponsorship Report within 30 business days post-event.

Events Specialist
100-1019 Wharf St, Victoria
p. 250.383.8300 ext. 246
e. events@gvha.ca



APPLICATION FOR SPECIAL EVENT PERMIT

Completed application forms must be signed and submitted by email. The individual signing the application form is responsible for ensuring that all conditions are met and is expected to be the on-site contact person for the duration of the event.
Please note that the information requested in this application is for activities taking place on GVHA properties only.

1. APPLICANT INFORMATION

Applicant/Organization _____ Applicant Name _____

Registered Non-Profit (BC Society No. _____) Corporation (BC Incorporation No. _____)

Registered Charity (Charitable Registration No. _____) Current Registered Charity Information Return filed Yes No

Individual (non-commercial) Sole Proprietor Other (specify) _____

Address _____

Work/Home _____ Email _____ Website _____

Contact Person _____ Position/Title _____ Cell No _____

2. EVENT DESCRIPTION

Name of Event _____

Type of Event _____

Location of Event: Which facility would you like to use? Please check all that apply.

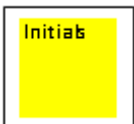
- | | | | |
|--------------------------------------------|------------------------------------------|---------------------------------|-----------------------------|
| <input type="checkbox"/> Ship Point Upland | <input type="checkbox"/> Causeway Upland | Wharf Street Docks | Breakwater District Indoors |
| <input type="checkbox"/> Ship Point Docks | <input type="checkbox"/> Causeway Docks | Breakwater District
Outdoors | |

What are the Purposes of Event? _____

Are you fundraising for a charity or organization? If so, what percentage of revenue will be donated and to which organization?

Provide short description of your event, unless your event is private. This will be used to promote the event. Information on event activities must be provided in both cases. _____

Please provide your website link: _____



3. EVENT SCHEDULE

Will your event involve multiple performance times? Yes No
 If yes, you must also attach a separate schedule/program outlining these times.

Days of Operation: _____

(mm/dd/yy)

(hh : mm, am/pm)

Setup Begins: _____ @ _____

Event Begins: _____ @ _____

Event Ends: _____ @ _____

Strike Begins: _____ @ _____

Site will be clean and clear by what date & time? _____

4. EVENT INFORMATION

Anticipated No. of attendees: _____ Number of crew/volunteers: _____ Number of performers (if applicable): _____

a) Site Plan Attached

Must be clear, to scale and contain all details as set out in this Application. Site Plan **must indicate square footage** and show emergency access points.

b) Temporary Structures (e.g. tents, canopies, stage, generators, portable washrooms, etc.) Yes No

Type of Structure	Quantity	Dimensions

c) Food and Beverage (e.g. Food vendors, food distribution, etc.) Yes No

VIHA permits and City of Victoria business licenses required for sales or handouts of food and beverage

If yes, describe _____

d) Alcohol (Will liquor, beer or wine be sold?) Yes No

Special Occasions License required for sales of alcohol

If yes, describe _____

Will you provide recycling for empty drink containers and/or cups? Yes No

Initials

e) Sales of any kind (e.g. merchandise, services) Yes No
Any sales require a business license

Type of Sales	Number of outlets	Description of goods or services

f) Sponsors Yes No

If yes, specify who the sponsors are and what their presence will be _____

g) Entertainment Yes No

If yes, describe _____

h) Amplified Sound (e.g. announcements, music) Yes No

City of Victoria Noise Bylaw Exemption required

If yes, describe _____

i) Signs, banners, and other advertising Yes No

Do you require GVHA branded banner for sponsored events? Yes No

If yes, describe _____

j) Does your event have a First Nations component? Yes No

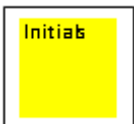
If yes, describe _____

k) Filming: Yes No

Drone Use: Yes No

GVHA Filming License AND/OR a Transport Canada AND/OR a Nav Canada Permit may be required

If YES, describe: _____



l) Other Proposed Activities or Additional Comments Yes No

Additional approvals or permits may be required from GVHA or authority having jurisdiction

If yes, describe _____

6. PERSONNEL

Describe number, roles and responsibilities for volunteers or coordinators

Number	Role	Responsibilities

Describe orientation and training program _____

7. ENVIRONMENTAL PLAN

Describe waste management plan and recycling plan for environmental protection. Please note that there are penalty fees if GVHA maintenance staff is required to do extra garbage runs as a result of high levels of garbage associated with your event. We will also record incidents of high levels of garbage on your file. We strongly encourage you to make your event sustainable. For more info, check out our [Green Guide for Events](#). We will take your environmental plan into consideration when considering sponsorships.

Waste Type	Management Plan
GARBAGE	
RECYCLING	
COMPOST	
GREY WATER	
WASHROOMS	

8. GVHA SERVICES

Describe any GVHA support you expect to require or request

Rental of Additional Docks **GVHA has 1 floating dock available. Size: 20x30 feet.** Yes No

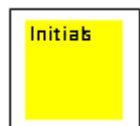
Access to Potable Water **Available at Ship Point Pier** Yes No

If yes, describe purpose _____

Access to Electrical Power **Dock and Upland power available** Yes No

If yes, describe purposes and estimated power demand _____

If yes, describe how you intend to distribute power- **Electrical ticket of personnel required for power redistribution** _____



9. NEIGHBOURHOOD IMPACT PLAN

Notification to neighbourhood: Provide a written notification (template available) for GVHA to distribute to tenants/commercial clients at least 30 days prior to event. It must include details of event, event location, event date(s) and time(s), event details and contact on site. Written notification must be provided to all businesses and residents that are not GVHA clients likely to be affected by sound, parking, or street closures. Notification must include phone numbers for contacts during the event.

Describe measures to minimize effect on neighbourhood _____

10. TRAFFIC, TRANSPORTATION, ACCOMMODATION AND CROWD MANAGEMENT PLAN

Describe traffic effect on:

Waterways _____

Roads _____

Event Site _____

How will people get to the event site?

Describe _____

What provisions will be made for persons with disabilities (e.g. access, parking, pathways, washrooms, viewing areas)?

Describe _____

How will you encourage alternate transportation (e.g. transit, taxi, bicycle)?

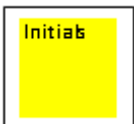
Describe _____

How will you manage people in and out of the event site?

Describe _____

What risks for crowd management and site security have been identified and how will they be addressed?

Describe _____



11. SAFETY RISK MANAGEMENT AND EMERGENCY PLANS

Have you identified the emergency access points on the site plan? Yes No

If yes, describe _____

What first aid requirements have you identified and how will you address them?

Describe _____

What safety risks have you identified and how will you address them?

Describe _____

Who is the primary person to be in charge in the event of an emergency and how will they be contacted?

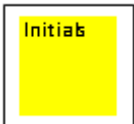
Describe _____

What resources will be available during an emergency?

Describe _____

Describe the steps to be taken in an emergency

Describe _____



STANDARD PERMIT TERMS AND CONDITIONS FOR SPECIAL EVENT

- 1. Grant of Permit.** Applicant is granted a non-exclusive and non-transferrable Permit permitting the Applicant to operate the event under the event name on the Site.
- 2. Permitted Purpose.** Applicant may use the Site for the event and for no other purpose or purposes whatsoever. Applicant acknowledges that GVHA may, on 72 hours' written notice, direct in writing that Applicant shall cease (a) the sale of any specific goods or services, or (b) any activity; whether previously permitted or not, from the Site, and the Applicant shall forthwith comply.
- 3. Permit Fees.** Unless otherwise permitted, Permit Fees are payable upon receipt. Except as described herein, Permit Fees are non-refundable.
- 4. Utility and other Costs.** Applicant agrees to pay when due all charges for gas, water, electricity and any other utilities, services or equipment provided to the Site and to pay all accounts and expenses for all labour and materials supplied to the Site.
- 5. Site Location and Relocation.** GVHA shall designate a Site location. In GVHA's absolute discretion, GVHA may, on 72 hours' notice, and at any time in an emergency, require the Applicant to vacate the designated Site and relocate to a different Site. If Applicant does not agree to relocate, this Permit shall be terminated and GVHA shall reimburse Applicant for Permit Fees on a pro rata basis.
- 6. GVHA Access.** GVHA shall, at all times and for all purposes have full and free access to the Site.
- 7. AS IS, WHERE IS.** Applicant accepts Site AS IS, WHERE IS. Applicant acknowledges GVHA has made no representations or warranties regarding the Site, including regarding the zoning, suitability for the Applicant's business or activities, or disruptions due to noise, construction or any other cause.
- 8. Own Risk.** Applicant acknowledges and agrees GVHA shall not be responsible in any way for any injury to any person, or for any loss or damage to any property belonging to Applicant, its officers, employees, agents, or invitees, including any loss or damage caused by theft, breakage, weather conditions, or attributable to electric or other wiring, fire or smoke, unless such loss, damage or injury was caused due to the gross negligence of GVHA or persons for whom it is in law responsible. Under no circumstances shall GVHA be responsible for indirect or consequential damage or for any business loss.
- 9. Responsibility.** Applicant is responsible for ensuring the event is conducted in a safe and orderly manner; the event and activities are restricted to the Site; and the event activities do not interfere with other users of GVHA property.
- 10. Damage to GVHA Property.** Any damage that may be occasioned to GVHA's property or any part thereof, or works connected therewith, by Applicant or caused by the activities of Applicant, shall forthwith be reported to GVHA. Damage costs shall be assessed, and repair costs billed to Applicant. Vehicles are not to be driven onto grassed areas.
- 11. Days and Hours of Operation.** Applicant shall hold the event during the days and hours permitted or as otherwise notified in writing by GVHA,
- 12. Signage and Displays.** Applicant shall not construct, erect, place, apply or install any graphics, design, poster, sign or display on GVHA's property, including the Site, without first obtaining the written consent of GVHA. Signage must meet GVHA standards. The cost of installing, maintaining, changing and removing all graphics, designs, posters, signs or displays shall be borne by Applicant. Sandwich boards are not permitted
- 13. Use of Photographs or other Images.** For the purposes of your event, GVHA may from time-to-time provide Applicant with photographs or other images ("Images") that may be owned by GVHA or some other copyright owner (the "Owner"). By accepting these Images Applicant acknowledges and agrees the Images are subject to the copyright protection of the Owner but have been provided to you solely for Applicant's fair internal use in the planning and production of the event ("Permitted Use"). Any other use may be copyright infringement. Applicant agrees that the Images must not be published in any reports, advertising or marketing, or on any website without obtaining copyright approval from the Owner. Applicant agree to indemnify and hold GVHA harmless from any and all claims, suits, losses, damages, costs or expenses, as a result of Applicant, or any related parties, using or disclosing the Images other than in accordance with this Permitted Use.
- 14. Nuisance.** Applicant shall not do or permit to be done any act or thing on GVHA's property that is or would constitute a nuisance to the lands or premises of GVHA or its occupants, or to the public generally.
- 15. Clean and Tidy.** Applicant shall maintain the Site and surrounding areas, including any other areas used by Applicant in a clean, neat and tidy condition, and free of waste, all to the satisfaction of GVHA. Applicant is responsible for the removal and appropriate disposal of all waste materials in accordance with applicable laws. No hazardous materials may be stored or disposed of on GVHA property. Applicant shall be responsible for subsequent cost for clean-up by GVHA.
- 16. Compliance.** Applicant shall abide by and comply forthwith at its expense with all laws, regulations, and bylaws made by federal, provincial, municipal or other authorities and all Rules and Regulations or directions as may be issued from time to time by GVHA concerning GVHA's property and its use.
- 17. Indemnity.** Applicant shall indemnify and hold harmless GVHA, its directors, officers, agents and employees from and against all liabilities, losses, suits, claims, demands, fines, damages, costs and expenses (including all costs for investigation and defence thereof) based upon or attributable to this Permit or any actions taken or things done by Applicant, its officers, invitees, agents or employees unless such damage or injury was caused due to the negligence of GVHA or any other person for whom it is in law responsible.
- 18. Insurance.** Applicant will take out and maintain during the term of the Permit a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the use of the Permit Area by the Licensee in the amount of not less than two million dollars (\$2,000,000.00) per single occurrence naming Greater Victoria Harbour Authority as an additional insured and shall provide GVHA with a certified copy of such policy or policies before Applicant commences any activities under this Permit. All policies of insurance shall contain a waiver of subrogation clause in favour of GVHA and shall also contain a clause requiring the insurer not to cancel or change the insurance without first giving GVHA 30 days' written notice.

19. **Deposit.** Deposit may be required for the event; deposit amount will be subtracted from final invoice.
20. **Cancellation.** Either party may cancel this Permit without cause at any time by giving ten (10) days' notice in writing, and thereupon after the expiration of such period of notification this Permit shall be determined and ended. If Applicant cancels less than 10 days before the event commencement date, Applicant agrees the Applicant will be responsible for GVHA's administrative costs and loss of opportunity in an amount equal to 15% of the gross amount of fees payable under the Permit, which amount GVHA may deduct from any deposit made by the Applicant. GVHA may by written notice to Applicant terminate this Permit for cause: (a) for a breach of these Permit Terms and Conditions that continue after GVHA has given 72 hours' written notice and Applicant has failed to cure the same; (b) if Applicant attempts to assign or sub-licence this non-transferrable Permit; (c) if any of the goods or chattels of Applicant are seized or taken in execution by a creditor of Applicant; (d) for violation of any applicable laws; (e) for physical assault or abusive behaviour towards any person; (f) non-payment; or, (g) if your activities or conduct are imminently harmful or injurious to the health or safety of the public
21. **Surrender.** On expiration or earlier termination of this Permit, Applicant must forthwith peaceably quit and deliver possession of the Site to GVHA in a safe, clean and tidy condition and remove any chattels or improvements constructed, placed or installed on the Site by or on behalf of the Applicant.
22. **Notice.** Any notice to GVHA shall be delivered to: 600-1019 Wharf Street, Victoria BC V8W 2Y9. Notice to Applicant shall be in writing by any of the following means: (a) personal delivery; or (b) by registered mail to the address set out by the Applicant in this Permit: or (c) by email.
23. **Privacy Statement.** To the extent that any of the information provided in this Application and Permit is personal information, the Applicant consents to its use in accordance with this privacy statement. The information is collected for the purpose of identifying and contacting Applicant if there is an emergency or incident and administering and ensuring compliance with this Permit. Personal information will not be disclosed except as required by law or for the purposes for which it was collected. Applicant may update personal information or obtain a copy by contacting GVHA in accordance with the Notice provision in this Permit.

The above-named Applicant acknowledges THIS IS AN APPLICATION FOR AND NOT A SPECIAL EVENT PERMIT AND:

1. Confirms the contents of this Application are true to the best of the Applicant's knowledge and belief;
2. Confirms the Applicant will carry out the Event in full compliance with the contents of this Application;
3. Agrees to comply with the Terms and Conditions set out above in this Application;
4. **Agrees to any Additional Terms and Conditions and any other supporting permits as made necessary by GVHA to approve the final Special Event Permit. If the Applicant does not agree with the terms specified in the permit, the Applicant will notify GVHA within 72 hours after receiving the permit;** and
5. Agrees to pay the Permit Fees in advance.

Authorized Signatory of Applicant

Printed Full Name

Date

ATTACHMENTS: Have you attached the following?

**Attachments Required
Upon Submission of Application:**

- Insurance
- Notification
- Site Plan
- Event Schedule

If Applicable:

- Filming/Drone Use Permit (*Separate GVHA permit may be required*)
- Transport Canada Event Permit (*Events involving Inner Harbour water ways*)
- Special Occasion License
- Images of signs/banners
- VIHA Health Certificate
- Business License
- Noise Bylaw Exemption
- Deposit
- Electrical Ticket (Redistribution of power)